



Attendance Accommodation Agreement

Student Name:	ID#:
Course(s):	Term:

Federal law requires colleges and universities to consider reasonable accommodation for attendance if needed to accommodate a student's need/disability. In making this determination, two questions must be answered:

- Does the student have a documented need/disability that directly affects their ability to attend class on a regular basis?
 - ASAOM's Administration will make this determination based on a review of documentation from the student's physician or psychologist and provide verification in a letter the student presents to the instructor.
- Is attendance an essential part of the class? Would accommodating attendance result in a fundamental alteration of the curriculum?
 - Instructors make this determination in consultation with the Academic Dean (AD).

The Office of Civil Rights (OCR) has provided the following guidelines to assess if attendance is an essential part of a class:

1. Is there classroom interaction between the instructor and students and among students? 2. Do student contributions constitute a significant component of the learning process?
2. Does the fundamental nature of the course rely on student participation as an essential method for learning?
3. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
4. What do the course description and syllabus say?
5. Which method is used to calculate the final grade?
6. What are the classroom practices and policies regarding attendance?

ASAOM requires that students with a disability-related need for flexibility in attendance meet with their instructors to discuss the extent to which an adjustment in attendance policies may be required for a particular class. Following this meeting the student and instructor should have a clear understanding of what accommodations can be made for disability-related absences, and the accommodation request should be reviewed with the Academic Dean. It is paramount to bear in mind that any attendance-related accommodations should be brought to the attention of the Financial Aid (FA) representative to ensure a student's FA is not jeopardized in any way.

The Student and Professor should discuss and review the following items together:

1. Maximum number of disability-related absences allowed for this student for this course: (Please do not restate the number of absences allowed for all students in the course. The number should be greater than the number of allowed absences on the course syllabus. Be as specific as possible. Avoid vague phrases such as “flexible”, “to be determined”, or “open”):
2. How and when will the student notify the instructor of a disability-related absence (email, phone, etc.)?
 - a. Depending on the nature of the student’s need, is it reasonable for the student to notify the instructor of a need-related absence either before or after the missed class session?
3. Procedure for turning in homework/assignments/projects due the day of a disability-related absence:
 - a. Maximum number of days assignments may be late:
 - b. How assignments are to be submitted:
4. Procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a need-related absence:

If it is thought that attendance can be justified as an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability/need-related absences cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, the Attendance Accommodation Agreement and/or the provision of this accommodation, the Administration should be notified as soon as possible so they can address the concerns and work to resolve them.

This agreement is valid with an approved Attendance Accommodation (as indicated in the student’s letter of accommodation for the current semester) only when the student, instructor, and the Academic Dean or designee have signed this form. If necessary, ASAOM staff, the department chair or other appropriate administrators may also be included in this discussion, and further documentation may be introduced.

If the maximum number of allowed absences is exceeded during the semester, the student and instructor must meet with the Academic Dean or designee to discuss an appropriate course of action (such as, but not limited to: student will be granted an incomplete if appropriate; student will be advised to withdraw from the course; the number of absences allowed will be reviewed).

Student Signature:	Date:	Initial:
Instructor Signature:	Date:	Initial:
AD (Designee) Signature:	Date:	Initial:

Additional signature with date (if required):